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SECRET

10 August 1964

MEMORANDUM FOR: Executive Director, NPIC

THROUGH: Assistant for Administration, NPIC

SUBJECT: Publications Division Report for July 1964

1. The Publications Division completed 194 publications during July, including 4 CIA/PID reports, 121 of the so-called MILOB reports, and the latest edition of the NPIC telephone directory. Three errata were also issued. These publications comprised 2434 pages and contained 735 illustrations. In addition to the illustrations for publications, the division produced 411 other graphical items, including 129 briefing boards and 151 vugraphs and slides.

2. The above figures show an increase over June 1964 of 4% in number of publications, and 7% in number of pages. There was a decline of 11% in number of illustrations in publications, and 53% in the number of other graphical items. The chief reasons for the latter decline were the completion of the strategic hamlet series and the slackening of YANKEE TEAM activity. In comparison with July 1963, the number of July 1964 publications shows an increase of 16%, and the illustrations in publications an increase of 139%. The number of other graphical items declined by 8%.

3. A statistical summary of division activity for July 1964 follows:

	NATIONAL	SUPPORT/SERVICE	TOTAL
Analysis Phase:			
Backlog of projects in analysis at beginning of month	107	186	293
New projects received during month	140	43	183
Analysis completed	120	187	307
Projects sent to signoff	107	121	228
Projects received from signoff	104	130	234

GROUP 1
Excluded from automatic downgrading and declassification

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	NATIONAL	SUPPORT/SERVICE	TOTAL
Backlog of projects in analysis at end of month	115	42	157

(Figures for backlog of National projects at end of month reflects cancellation of 12 projects.)

	NATIONAL	SUPPORT/SERVICE	TOTAL
Production Phase:			
Backlog of projects in PD production at beginning of month	73	50	123
Projects received in PD for production	120	187	307
Projects transmitted to PSD during month	121	74	195
Other projects completed during month	28	70	98
Total PD production during month	137	133	293
Backlog of projects in PD production at end of month	44	93	137

4. Division personnel worked a total of 1812 hours overtime in July, down from 2030 hours in June. A majority of these overtime hours were spent on immediate reports, but an increasingly significant proportion of such time in July was devoted to PD production work on the growing backlog of MILOB's.

5. As shown in paragraph 3, the division commenced July with a backlog of 293 projects in analysis and received 183 new ones during the month, for a total of 476 projects. All expected inputs of MILOB's done under projects N-236, S-523 and S-650 have already been received in analysis, and, as of c.o.b. 6 August, only 14 items still remain to be completed. The net result of the analysis effort during July was a reduction from 293 to 157 in the number of projects on hand. Incidentally, the cancellation of 12 National projects during the month contributed to this reduction.

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6. Projects on hand in PD production at the end of the month rose modestly to 137, from 123 at the beginning. The major factor in this rise continued to be the influx of MILOB's. As of c.o.b. 6 August, the PD backlog included 93 of these reports, which are being processed and transmitted to PSD at the rate of 20 to 30 a week. Fortunately, all but 32 of these done under projects N-236, S-523, and S-650 have now been received in production, so that inputs from these sources have now peaked out. All but one of the reports done under N-236 have already been sent to reproduction, and only 16 S-523's, three of which were in PID signoff as of 6 August, are still to be completed. It is hoped that PD production work on the last of these initial groups of MILOB's can be completed by mid-September.

7. A graphical representation of division production is appended to this report.

50X1

for [redacted]
Chief, Publications Division

Attachment: a/s

Distribution:
Orig & 1 - Addressee
2 - PD/NPIC

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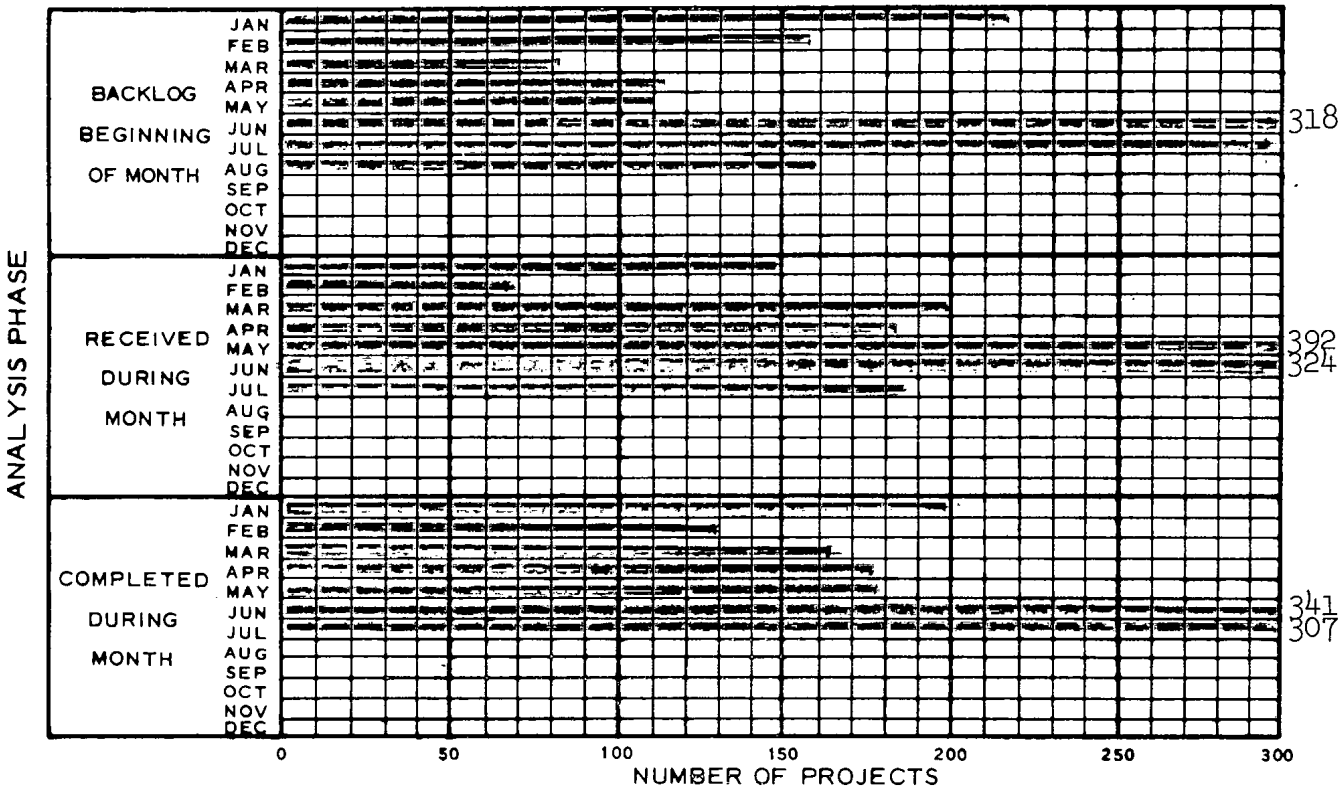
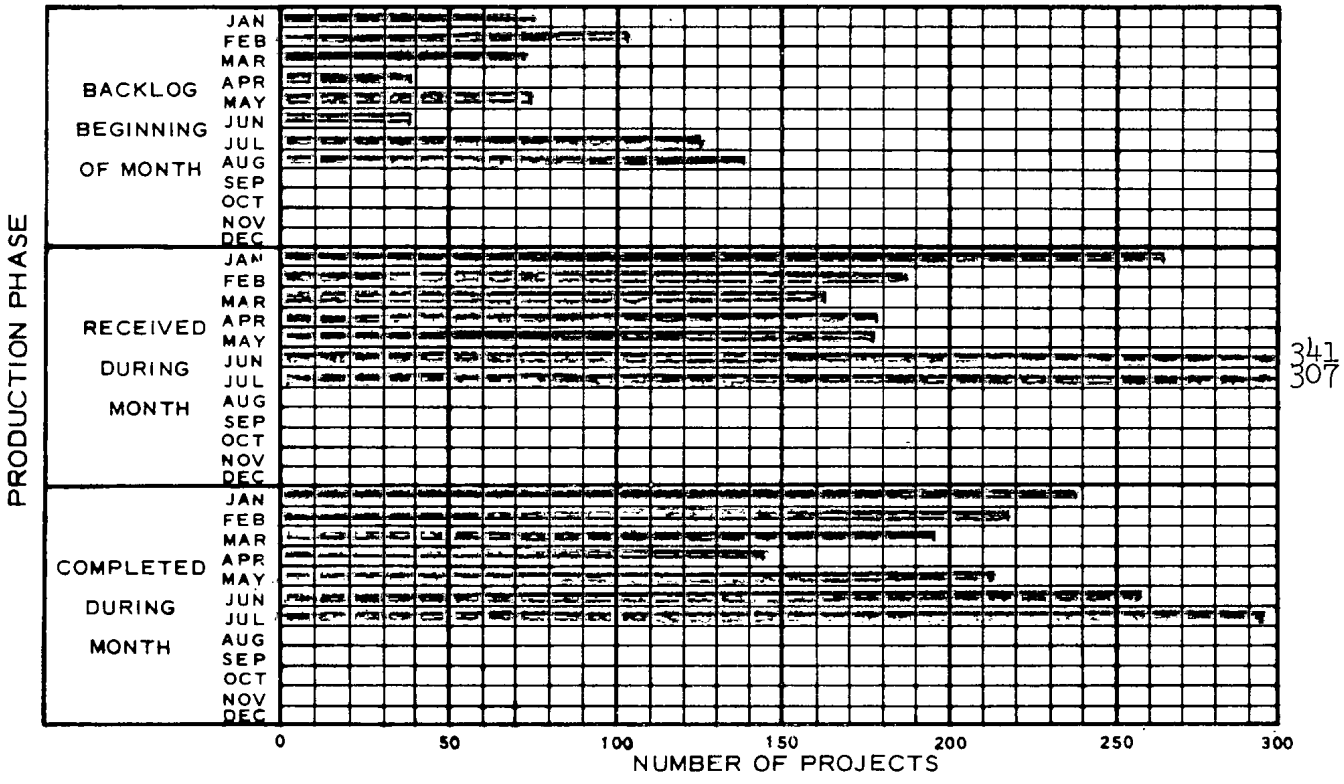
PROJECT WORKFLOW





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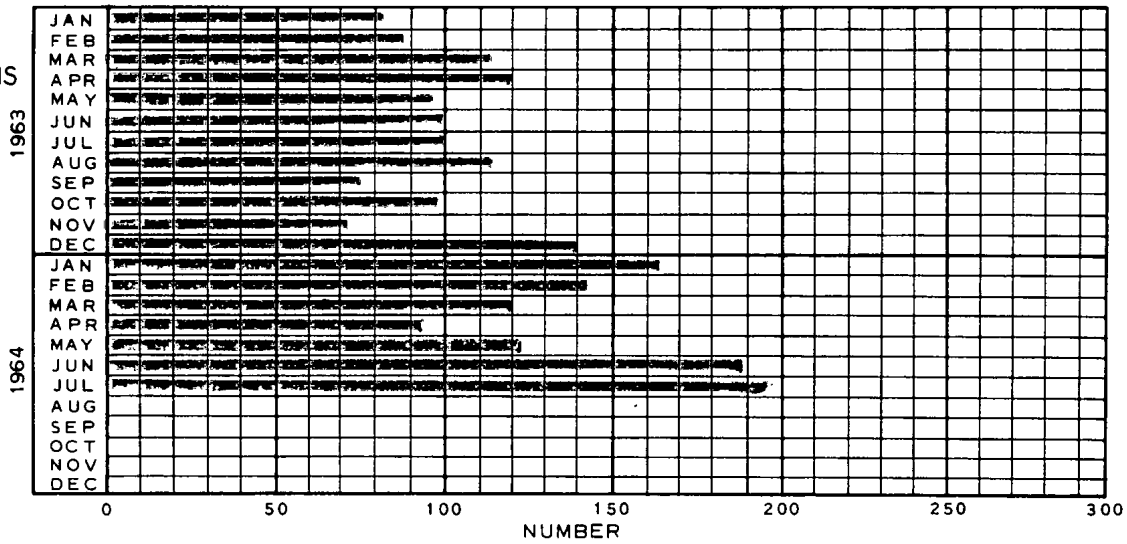
PUBLICATIONS PRODUCED



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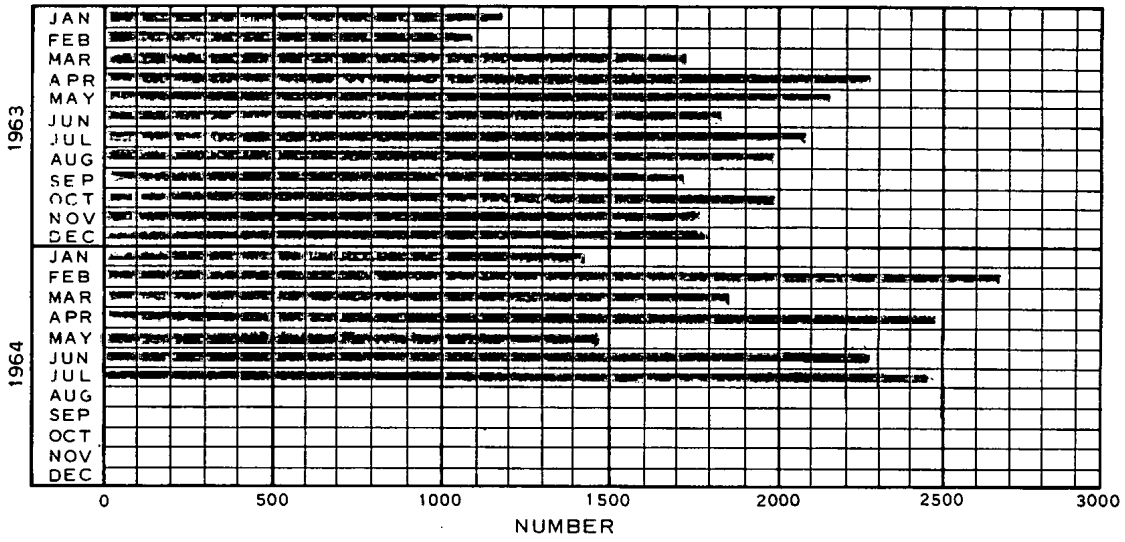
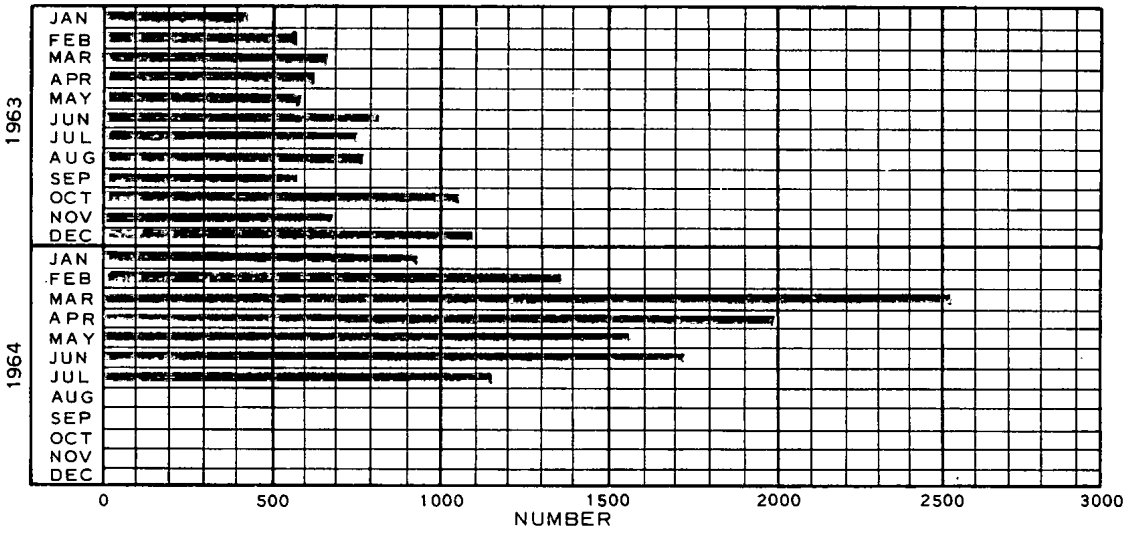


GRAPHICS PRODUCED



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